

**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
P.O. Box 8111
Madison, WI 53708-8111**

**Army National Guard Active Guard Reserve (AGR)
ANNOUNCEMENT AR 04-161**

OPENING DATE: 22 November 2004

CLOSING DATE: 6 December 2004

<i>APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS (1600 HOURS)</i>
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POSITION: Admin/Supply NCO

UNIT/LOCATION: Det 1 Co A 132d Spt Bn, Eau Claire, Wisconsin

OPEN TO MALE AND FEMALE SOLDIERS

MILITARY REQUIREMENTS (MOS): Must be qualified or able to qualify in **88M**

AREA OF CONSIDERATION: Any current member of the WIARNG or individual eligible for enlistment in the Wisconsin Army National Guard.

SALARY RANGE: Pay and allowance commensurate with military rank.

MINIMUM ALLOWABLE GRADE: PFC/E-3

MAXIMUM GRADE AUTHORIZED: SGT/E-5

MINIMUM QUALIFICATION REQUIREMENTS

1. It is desirable that applicants have served a minimum of two years in the National Guard within the last six years.
2. Applicants must meet physical standards established in AR 40-501, Chap 3 and AR 600-9.
3. Must be able to complete a 3-year initial tour of active duty before:
 - (a) Completing 18 years of active service or
 - (b) The date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
4. Separation from the military service for cause constitutes ineligibility.
5. Voluntary separation for one or more days from the AGR program results in ineligibility to reenter the AGR program for one year from the date of separation (waiverable).
6. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
7. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being ordered to AGR status.
8. Applicants must not be subject to flagging action when ordered to AGR status.

ADDITIONAL INFORMATION

1. Individual selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the Adjutant General.
2. Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).
3. Normally the selected individual will be stabilized in the position for the first 18 months of the tour.
4. Applicants participating in the Selective Reserve Incentive Program (SRIP) may be terminated from SRIP upon entry in the AGR program. Review the SRIP addendum to enlistment contract for termination rules.

BRIEF DESCRIPTION OF DUTIES

Responsible to submit through the Automated Fund Control Order System (AFCOS) timely, accurate, and complete requests for individual orders. Responsible for Personnel Readiness, Strength Management, Recruiting/Retention, Attrition Management, Health/Dental & Personnel record maintenance, Personal Mobilization Packets, Survivor Benefit Plans, Extensions/Reenlistment, Sponsorship, Publications, Awards, ID Cards/Tags, SRIP, Weight Control, Personnel Orders/Transfers, Security Clearances, Basic Training Orientation, OER/NCOER Management, and Line of Duty Investigations for the detachment. Responsible to coordinate, manage and implement all phases of the Military Funeral Honors (MFH) Program. Applicants must possess the ability to plan, organize, research and analyze personnel data. Prepares and submits UPS and SIDPERS input data and higher HQs reports. Reads, interprets, and reconciles UPS and SIDPERS generated reports. Types correspondence and forms, and receives and distributes mail. Assists in other areas as needed to support unit administration and the soldiers of the detachment. Responsible for ensuring the detachment is logistically ready for mobilization. Assists soldiers and supports unit readiness. Compiles logistical information included in the detachment's quarterly Unit Status Reports. Coordinates all logistical activities in the detachment. Monitors the unit's Command Supply Discipline Program to ensure it is implemented at all levels. Prepares, processes, and tracks reports of survey and ensures they are completed and forwarded in a timely manner. Monitors unit sensitive items, change of command, annual, and other inventories to ensure they are conducted to standard. Possesses knowledge of DPAS and/or PBUS-E. Coordinates new equipment fieldings. Monitors and coordinates the lateral transfer and turn-in of excess equipment. Support the Unit Cdr and 1SG in all matters concerning personnel, strength/attrition management, recruiting/retention, equipment, supply, maintenance, and mobilization readiness issues and goals. Normal duty day requires occasional evening meetings with unit leadership.

The following qualifications are mandatory for entry into this MOS:

A physical demands rating of very heavy.

Color discrimination of red/green.

PULHES score of **222222**

A minimum score of **90** in aptitude area **OF** in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

A minimum score of **85** in aptitude area **OF** on ASVAB tests administered on and after 2 January 2002.

HOW TO APPLY

1. Submit a **signed and current dated**, NGB Form 34-1, with a cover letter indicating the military vacancy announcement number (Copies of NGB 34-1 or faxed copies will not be reviewed). Do not submit application packets in three-ring binders.
2. All applicants must submit the following documents (the NGB 34-1 and the DMA Form 181 can be found at: <http://dma.wi.gov>, "Department Operations", "Career Opportunities". "Federal Active Guard Reserve", "AGR Application Forms"):
 - Cover letter
 - NGB Form 34-1, (Application for AGR Position), dated Oct 2002
 - DMA Form 181, (Race and National Origin Identification) dated 1 Jul 1998
 - A certified copy of DA Form 2-1, (Personnel Qualification Record), **with ASVAB scores listed**.

- Either a copy of last three NCO-ER's (**all pages, front and back**) (E-5 and above) or a letter of recommendation (new E-5 and below).
- Copies of **ALL** DD Form 214 (Certificate of Release or Discharge from Active Duty), (not required for on-board AGR personnel).
- Submit a statement (separate of DA 705) of **current** height, weight and if applicable, body fat measurement **signed by unit Readiness NCO, First Sergeant, or Commander**.
- A Copy of DA Form 705, (Army Physical Fitness Test Scorecard).
- Copy of current (done within the past 5 years) physical, DD 2807-1, (Report of Medical History) & DD 2808, (Report of Medical History) (**all pages**), **including PULHES scores. If PULHES is P3 or P4 please provide MMRB results.**
- **Comments on specific qualification requirements** named in this announcement, if applicable, will be included in a separate attachment to the NGB Form 34-1.
- **A statement explaining the absence of these documents must be included in the cover letter.**

NOTE: Members of the Wisconsin Army National Guard are encouraged to contact their unit Readiness NCO to obtain the documents needed.

3. Forward application to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-MS-MD (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Applications must be mailed at applicants' own expense (next day mail suggested). Individuals may call before job-closing date to ensure the application was received. HR will not review the application before the closing date. The applicant is responsible to ensure that application and all required supporting material are complete. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail fedhrfeedback@wi.ngb.army.mil